

## Member ID File Layout

### Member ID Number Conversion Information for MCOs

**Q: What will the MCO's receive for a conversion file?**

A: MCOs will receive both an 834 and a flat file to help aid them in their conversion process. The 834 file will be accessible from the Trading Partner portal site. Flat files will be accessible from the MCO portal site.

**Q: Can the MCO's get a copy of the flat file layout?**

A: The file file layout:

Previous Member ID	CHAR(10)
New Member ID	CHAR(10)
SSN	CHAR(9)
Last Name	CHAR(20)
First Name	CHAR(15)
Gender	CHAR(1)
Date of Birth	NUMBER(8)
New Case Number	CHAR(10)
Case Head Last Name	CHAR(20)
Case Head First Name	CHAR(15)

**Q: Where will the previous ID be found on the 834 transaction\*\*?**

A: Loop 2000 REF01 will contain a value of Q4 which is the Prior identifier number. REF02 will contain the old ID.

\*\*The 834 will also contain regular member information, including enrollment status. Since this report is being run between the initial and the final, the enrollment statuses should not be used by MCOs to determine a member's enrollment status.

**Q: When will the MCOs receive the conversion files?**

A: There will be two different release dates for the files. The first release date is tentatively scheduled for October 10th, 2008 or sooner. This file will contain members that have had or have MCO coverage from October 1, 2007 through October 31<sup>st</sup>, 2008. The second and final release date will be November 8<sup>th</sup>, 2008. This file will contain the same data that can be found in the first release plus any additional members that are newly enrolled. Both sets of files will be retrievable from the portal sites.